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## **PROJECT MANAGER**

### **NATURE OF WORK**

Serves the public with professional engineering and supervisory work in managing the survey, design and construction inspection of public improvement projects.

### **DISTINGUISHING FEATURES**

An employee in this class manages the survey, design and inspection construction of capital improvement plan projects. Work involves responsibility for supervising and assisting subordinate engineering and construction technicians in conducting field surveys, designing construction projects such as roads, bridges, water and drainage improvements, preparing drawing, plans, specifications, standards, cost estimates, and contract documents, laying out and staking project construction sites, and conducting construction inspections. Work also involves coordinating construction work with other governmental agencies and utility companies, meeting with contractors, engineering consultants, utility representatives and subordinate employees to discuss and resolve construction problems, conflicts, and disputes, approving changes to construction plans, and meeting with City residents to discuss construction projects, drainage concerns and ordinance violations. Work also involves inspections related to the Stormwater Management Program. An employee in this class must have considerable knowledge of field surveying methods, construction project design, and construction inspection methods, principles and practices.

### **ESSENTIAL FUNCTIONS** *(These essential duties are only illustrative.)*

Acts as a project manager on capital improvement plan projects, including roads, bridges, water and stormwater improvements.

Supervises and participates in conducting field surveys, designing capital improvement projects, and preparing preliminary and final drawings and plans.

Prepares preliminary and final cost estimates.

Sets project parameters and recommendations; prepares contracts for the bidding process, including preparation of construction specifications, standards and other required documents.

Supervises and participates in inspections of construction in progress; ensures that construction work is in compliance with ordinances, plans, specifications, standards, and sound engineering practices.

Coordinates construction activities with other City departments and divisions, and with state and county governmental agencies.

Meets with contractors, consulting engineers, and utility representatives on a regular basis; discusses and resolves problems, conflicts and disputes.

Approves construction changes that involve an increase or decrease in project funding.

Assists in the implementation of the Stormwater Program including property inspections and ordinance violations.

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Meets with business owners and residents; provides technical information regarding construction projects; supervises and participates in investigating and resolving complaints; and coordinates and attends public meetings.

Supervises, coordinates, and evaluates the work of subordinate engineering technicians and construction technicians.

Supervises and participates in the preparation of inspection reports, and the maintenance of construction project files and records.

Performs related duties as assigned or directed.

Maintains reasonable and predictable attendance.

### **SUPERVISION RECEIVED**

Work is performed under general supervision of the CIP Operations Manager, Engineering Operations Manager and/or Traffic Engineer, with considerable latitude and independence in carrying out essential tasks and assignments to completion. Work is reviewed periodically for adherence to policies and procedures, for timely accomplishments of tasks, and for overall results achieved, and the degree to which work meets established construction standards.

### **SUPERVISION EXERCISED**

Employee exercises supervision over construction technicians, engineering technicians, and senior engineering technicians engaged in carrying out the various functions and requirements of their respective positions. Supervisory responsibilities include assigning and evaluating work, establishing work priorities, resolving personnel and work related problems and issues, recommending disciplinary actions, and performing other supervisory duties. Employee also oversees work performed by consulting engineers and construction contractors.

### **WORKING CONDITIONS & PHYSICAL DEMANDS**

Work is performed in an engineering office and outdoors at various construction sites throughout the city, and frequently requires employee to work around moving construction equipment and moving vehicles. Work exposes employee to traffic, noise, vehicle exhaust fumes, dust, dirt, and weather extremes. Work activities require frequent sitting, standing for long periods of time, bending, squatting, walking long distances on rough terrain, lifting and carrying heavy objects weighing over 50 pounds, reaching in front of body and stretching overhead, using hand and fingers to operate measuring devices, computers and vehicles.

### **SUCCESS FACTORS (KSAs)**

Considerable knowledge of civil engineering principles, practices, concepts, procedures, and methods as related to the design and construction of capital improvement projects.

Considerable knowledge of the methods and techniques used in the inspection of construction projects and the testing of construction materials.

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Considerable knowledge of the laws, ordinances, regulations, guidelines, policies and procedures applicable to managing capital improvement construction projects.

Knowledge of administrative/managerial principles, concepts, practices, and procedures.

Knowledge of supervisory practices and techniques.

Skill in the application of engineering methods, techniques, principles and practices to the design and construction of bridges, roadways, storm sewers, and water improvement projects.

Skill in motivating and leading subordinate technical engineering employees.

Ability to review and analyze site and construction plans and determine compliance with applicable specifications, regulations, and ordinances.

Ability to recognize, analyze and define engineering problems, establish facts and reach valid conclusions, and determine and initiate appropriate corrective actions.

Ability to assign, supervise and evaluate the work of subordinate technical employees.

Ability to prepare concise and accurate reports, and to maintain engineering files and records.

Ability to communicate effectively, both orally and in writing.

Ability to answer inquiries and resolve complaints from aldermen, contractors, developers, and the general public in an effective, tactful, courteous manner.

Ability to establish and maintain effective working relationships with superiors, subordinates, employees of other city departments, City officials, consulting engineers, contractors, developers, utility representatives, and the general public.

## **EDUCATION, TRAINING & EXPERIENCE**

Graduation from a four-year college or university with major course work in Construction Management, Civil Engineering, Environmental Management, or closely related field. Five years of responsible experience in construction project management, engineering design and construction inspection, or related experience, which provides the knowledge, abilities and skills required by the position. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

## **NECESSARY SPECIAL REQUIREMENTS**

ATSSA Certification, or ability to obtain certification within one year after employment.

Possession of a valid Illinois Driver's License

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.